

# Appropriations Checklist

For the Spring Break 2023 - Fall Break 2023 Cycle

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- ☐ My student organization is registered with Student Leadership and Engagement. Check your organization's registration status on [Get Involved](#) at [getinvolved.ncsu.edu](http://getinvolved.ncsu.edu).
- ☐ If my student organization is applying for Start-Up Funding or it is my organization's first time applying for Appropriations within the last two years, at least one representative from my student organization attended a required Appropriations Information Session.
- ☐ My student organization is not on the [Ineligibility List](#) at [go.ncsu.edu/ineligibility-list](http://go.ncsu.edu/ineligibility-list). Missing receipts and unspent funds must be submitted by Wednesday, January 25, 2023 at 11:59 PM ET to be taken off the Ineligibility List.
- ☐ I have verified the accuracy of my student organization's budget and that it is in complete compliance with Appropriations policies.
- ☐ I have submitted an Appropriations Application for my student organization by Wednesday, January 25, 2023 at 11:59 PM ET.
- ☐ I have received an emailed copy of my student organization's Appropriations Application after I submitted it online.
- ☐ I have scheduled an interview for my student organization after I submitted the Appropriations Application for my student organization. The Interview Sign-Up Closes on Wednesday, January 25, 2023 at 11:59 PM ET.
- ☐ My student organization is a connected supplier at NC State or is in the process of registering as a supplier. Search our [Supplier Database](#) at [go.ncsu.edu/supplier-database](http://go.ncsu.edu/supplier-database) to see if your organization is a connected supplier.
- ☐ My student organization has a bank account with the same name as listed on [Get Involved](#) at [getinvolved.ncsu.edu](http://getinvolved.ncsu.edu).

If you have any questions or concerns about successfully completing the checklist, please do not hesitate to email us at [sgappropriations@ncsu.edu](mailto:sgappropriations@ncsu.edu).

